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PH AIDS OFFICE

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**HIV Prevention Planning Council (HPPC)**  
**Plan Revision Committee**  
**January 10, 2001**  
**1:00 - 3:00 pm**

**25 Van Ness Avenue**  
**5<sup>th</sup> Floor Conference Room**  
**San Francisco**

**Agenda**



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**REFERENCE BOOK**

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5/5	ments - All	1:00-1:10
	line - Tracey	1:10-1:30
	o-chairs - All	1:30-1:40
		1:40-2:20
	me	2:20-2:30
	in the Epi Chapter	2:30-2:45
	terventions Chapter	2:45-2:50
	s for Input	2:50-3:00

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**HIV Prevention Planning Council (HPPC)  
Plan Revision Committee  
January 10, 2001  
1:00 - 3:00 pm**

**25 Van Ness Avenue  
5<sup>th</sup> Floor Conference Room  
San Francisco**

**Agenda**

- |       |   |           |
|-------|---|-----------|
| I.    | Welcome and Announcements - All               | 1:00-1:10 |
| II.   | Scope of Work and Timeline - Tracey           | 1:10-1:30 |
| III.  | Elect Committee Chair/Co-chairs - All         | 1:30-1:40 |
| IV.   | Committee Process                             | 1:40-2:20 |
| V.    | Select Regular Meeting Time                   | 2:20-2:30 |
| VI.   | Discuss Inclusion of Maps in the Epi Chapter  | 2:30-2:45 |
| VII.  | Hand Out Strategies and Interventions Chapter | 2:45-2:50 |
| VIII. | Hand Out Old Plan Chapters for Input          | 2:50-3:00 |

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HIV Prevention Planning Council  
Plan Revision Committee

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Action Minutes of Meeting  
January 10th, 2001

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**Present:** Steven Gibson, John West, Lyn Fischer, Michael Discepolo, Yvette Flunder, Carla Clynes, Deborah Oliver-Wilson, Tracey Packer.

**Consultants:** Dara Coan, Barbara Hill from Harder + Co. Kevin Roe, Community Health Studies Group

**Absent:** Tae-Wol Stanley

**1. Introductions and Announcements:** Tracey welcomed the members to the committee and asked them to introduce themselves.

Steven announced that Tim Leifield, Executive Director of STOP AIDS Project, has resigned. A good-bye party will be held at Merchant's Exchange on 1/26/01. Steven will bring invitations.

Lyn announced that Chris Geoghegan left the testing program at STD. Veronica Davila is now overseeing the City Clinic testing program. There is a new blood test for herpes available. Lyn will be on vacation 1/11 through 1/29.

Deborah Oliver said that she would have to leave at 2:30 PM today. The NIA project is moving to larger site around the corner - all invited to open house. She will bring invitation. Deborah reported that mid-April she will be very busy with other commitments.

Dara introduced Barbara Hill from Harder + Co. Barbara will work on Plan Revision with Dara.

Barbara introduced herself and said that she has worked in disease surveillance, and has conducted rapid assessment processes (RAPs) for Alameda County.

**2. Public Comment:** There was no public comment.

**3. Scope of Work and Timeline:** Tracey described the work for this year and Dara distributed a proposed timeline. The group must revise the HIV Prevention Plan for approval by the Council in May and June. The group agreed to the timeline.

The committee agreed to meet for three hours once per month (rather than meet twice per month). Regular meetings will be held the fourth Thursday of the month from 9:30 to 12:30 at the AIDS Office.

**4. Co-Chair Election:** The Committee supported John West and Carla Clynes as Committee Co-Chairs. John will represent the committee on Steering (he will resign from the At-Large position) and Carla will facilitate meetings. Carla must negotiate this with her supervisor before she can accept.

5. **Committee Process:** The group agreed that they would like to do chapter review through e-mail, but will make all decisions during meetings. The committee agreed to the following process for chapter development and revision:

- At meeting, committee members brainstorm format and content
- 1st draft would be e-mailed or faxed to members
- Members send revisions by e-mail to Dara
- Dara and Tracey will review revisions and make changes
- Members approve chapter at next meeting

Members requested that Dara note in the e-mail subject "Plan Revision Committee-state deadline."

The committee suggested that the same review process be implemented with Council: send drafts by e-mail, vote for approval during the meetings.

The group agreed to inform the Steering Committee of its decisions to ensure support from the Steering Committee before its recommendations go to the Council for approval.

The committee discussed the importance of ensuring community input into the Plan for the purpose of ensuring its accessibility to its users. The committee considered who the audience for the Plan would be, and therefore from whom input would be useful. The following list was brainstormed.

Service providers  
Students  
CDC  
Other community planning groups  
HIV Health Services Planning Council (CARE Council)  
Members of the community  
Researchers  
Media/press  
ACT-UP SF  
SFUSD  
State OA/STD Control

The committee discussed the need to have the Plan in languages other than English. The committee requested that this issue be referred to the Co-Chairs then Steering for discussion, since it includes cost assessment.

The group agreed that all committee members are responsible for input. Suggestions included soliciting input through notices in the Bay Area Reporter, conducting presentations at the CARE Council, STD Advisory, Treatment on Demand Council to get feedback. Soliciting input from program coordinators, line staff, anyone who does HIV prevention work, other service providers, community leaders.

Methods for doing this can include training and orientations with the message; "here is why you do what you do."

A suggestion was made that in late March, the committee could hold meetings in communities to ask for input on the Plan. This should include providers that are not

funded from DPH, such as Jones Methodist Church. We will ask HPPC members for names of programs at next meeting.

Committee Evaluation: Kevin Roe presented some options for committee evaluation. The group agreed that:

- Tracey will track attendance for committee
- The committee will complete forms at meeting and results will be e-mailed to all members
- The committee will discuss results at beginning of meeting
- Someone from the process evaluation team will come to the committee in March for observation

#### **6. Discuss Inclusion of Maps in the Epi Chapter**

The committee supported Yvette's suggestion that she bring the two ideas for representing AIDS cases among people of color to the People of Color Working Group for their input. The outcome of this discussion will be e-mailed to all committee members, and members will be asked to give feedback to Dara. The maps in the chapter will be developed based on the People of Color Working Group and committee input.

#### **7. Hand Out Strategies and Interventions Chapter**

Dara distributed the first draft of the chapter developed by a working group in 2000. Committee Assignment: Read chapter and give comments to Dara by 1/19/01.

#### **8. NEXT MEETING: February 22, 2001, 9:30 to 12 noon. 25 Van Ness Ave., 5th Floor**

*Minutes approved by the committee 2/22/01.*





## HIV PREVENTION PLANNING COUNCIL (HPPC)

## Plan Revision Committee

DOCUMENTS DEPT.

February 22, 2001  
9:30 am - 12:00 noon  
25 Van Ness Avenue, Room 330A  
San Francisco

FEB - 7 2001

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- |  |               |
|--|---------------|
| 1. Welcome and Announcements   | 9:30 - 9:35   |
| 2. Public Comment  | 9:35 - 9:45   |
| 3. Approve Minutes from 1/10/01 - Vote   | 9:45 - 9:50   |
| 4. Review Process Evaluation Results from 1/10/01                              | 9:50 - 10:00  |
| 5. March Meeting Date - Suggestion to meet 3/29/01 - Vote                      | 10:00 - 10:05 |
| 6. Committee Leadership - Vote   | 10:05 - 10:10 |
| 7. Presentation and approval of<br>Strategies and Interventions Chapter - Vote | 10:10 - 10:50 |
| 8. Input into Chapters:  | 10:50 - 11:40 |
| ▪ Goals and Objectives   |               |
| ▪ Needs Assessment   |               |
| ▪ Linkages   |               |
| ▪ Technical Assistance   |               |
| 9. Plan Format   | 11:40 - 11:50 |
| ▪ Titles for Chapters  |               |
| ▪ Graphics for Intros  |               |
| 10. Evaluation and Closure   | 11:50 - 12:00 |

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**PLAN REVISION COMMITTEE  
MEETING MINUTES  
FEBRUARY 22, 2001**

Present: John West, Lyn Fisher, Michael Discepolo, Tai-Wol Stanley, Steven Gibson,  
Tracey Packer, Deborah Oliver-Wilson, Yvette Flunder

Absent: Carla Clynes

**1. Welcome and Announcements:**

- John welcomed the members and called the meeting to order at 9:40 AM.
- Michael Discepolo asked if the group could consider changing the time of the meeting. John said we would discuss this under #5.
- Deborah Oliver-Wilson, Open House at ICHIO-NIA on March 21<sup>st</sup>, at 12:00-3:00 PM at their new location.

**2. Public Comment – No public comment**

**3. Approve Minutes from 1/10/01:** Minutes were approved by consensus with a correction to the spelling of Tim Leifield's name.

**4. Review Process Evaluation Results from 1/10/01:**

Difficulties with Kevin's computer prevented him from sending results until last night. John had read the results and summarized them for the group.

**5. March Meeting Date:**

The group had a long discussion and decided to meet Wednesday, March 14, 9:00 – 11:30 AM. At that meeting, the group will consider meeting on Monday mornings, for the regular meeting.

**6. Committee Leadership:** The committee agreed to support John West and Carla Clynes as Co-Chairs of the committee.

**7. Presentation and Approval of Strategies & Interventions Chapters:**

- Agreed to keep PEP and STD into one-on-one interventions
- Discussed changes in definition of one-on-one and group interventions and decided on definition developed by Dara
- Include discussion of microbicides and vaccine into introduction to S&I (p.26)
- Harm reduction model – addressed need to have specific messages
- Community organizing: Added - important to acknowledge and respect interventions currently happening in community
- Evaluation measures: CTR – the intention to disclose and discuss serostatus to partners



**PLAN REVISION COMMITTEE  
MEETING MINUTES  
FEBRUARY 22, 2001**

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Present: John West, Lyn Fisher, Michael Discepola, Tai-Wol Stanley, Steven Gibson,  
Tracey Packer, Deborah Oliver-Wilson, Yvette Flunder

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- Harm reduction model – addressed need to have specific messages
- Community organizing: Added - important to acknowledge and respect interventions currently happening in community
- Evaluation measures: CTR – the intention to disclose and discuss serostatus to partners

The committee agreed by consensus to approve the Strategies and Interventions Chapters with changes.

Presentation to the Council: John & Yvette will present to the Council. The entire committee will be part of presentation by answering questions, standing to demonstrate who the committee is.

**8. Input into Chapters:**

- Goals and Objectives Chapter
  - Ensure outcome objectives
  - At next meeting, brainstorm goals and objectives based on other parts of the chapter
  - Add HPPC goals for itself
- Needs Assessment Chapter
  - Include STD data in data sources
  - Community meeting – data from providers re emerging populations
  - Gap analysis – Dara and Tracey will present to committee to get feedback
- Linkages, Referral and Coordination Chapter
  - Suggestion to use linkages study results by Rani Marx
  - Linkages to CARE are important
  - Decision to write chapter based on current data then do further research after Plan is published and publish as addendum.

**NEXT MEETING:** Wednesday, March 14, 9:00 AM – 11:30 AM, 25 Van Ness Avenue

# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Plan Revision Committee

Wednesday, March 14, 2001  
9:00 - 11:30 AM  
25 Van Ness Avenue, 8<sup>th</sup> Floor  
San Francisco

### AGENDA

- |  |               |
|--|---------------|
| 1. Welcome and Announcements   | 9:00 - 9:05   |
| 2. Public Comment  | 9:05 - 9:15   |
| 3. Approve Minutes from 2/22/01 - Vote                                       | 9:15 - 9:20   |
| 4. Review Process Evaluation Results from 2/22/01                            | 9:20 - 9:30   |
| 5. Set Regular Meeting Date - Vote   | 9:30 - 9:40   |
| 6. Presentation and approval of the Priority Setting Chapter - Vote          | 9:40 - 9:55   |
| 7. Presentation and approval of the Community Planning Chapter - Vote        | 9:55-10:05    |
| 8. Presentation and approval of the Surveillance and Research Chapter - Vote | 10:05-10:20   |
| 9. Presentation and approval of format of the Epi Chapter- Vote              | 10:20-10:45   |
| 10. Input into Integration and Plan Format                                   | 10:45 - 11:15 |
| 11. Plan Format  | 11:15 - 11:25 |
| ▪ Titles for Chapters  |               |
| ▪ Graphics for Intros  |               |
| ▪ Plan Cover   |               |
| ▪ Paper/Colors   |               |
| 12. Evaluation and Closure   | 11:25 - 11:30 |

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**HIV PREVENTION PLANNING COUNCIL (HPPC)  
PLAN REVISION COMMITTEE  
MEETING MINUTES  
WEDNESDAY, MARCH 14, 2001**

MAR 29 2006

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**Present:** Michael Discepolo, Lyn Fisher, Steven Gibson, Tae-Wol Stanley, John West, Tracey Packer.

**Consultants:** Dara Coan and Michael De Mayo, Harder + Company

**Absent:** Carla Clynes, Yvette Flunder, Deborah Oliver-Wilson

1. John announced that Deborah Oliver-Wilson will not be attending. Yvette Flunder had also informed the committee of her absence.
2. Approval of Minutes: With the correction of the spelling of Tae-Wol's name, the minutes were approved.

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
John West	✓		
Lyn Fisher			✓
Steven Gibson	✓		
Tae-Wol Stanley	✓		
Michael Discepolo	✓		
Tracey Packer	✓		

3. **Review process evaluation results:**
  - Members discussed evaluation results from the 3/8/01 Council meeting. Committee members felt that HPPC members had read the Chapter and felt comfortable with the process of Chapter approval. Committee decided to encourage the Council to use the same process.
4. **Set regular meeting date:** Regular meetings will be the fourth Monday, 9:00 – 11:30 AM-approved by consensus.
  - **The next meeting is Monday, April 23, 2001 and will be held at the STD Annex, 1360 Mission Street, 4<sup>th</sup> Floor.**
5. **Presentation and approval of the Priority Setting Chapter:**
  - Ensure presentation of final consensus data at Council meeting (put on Steering Committee agenda).
  - Discussion about incidence vs. % of new infections. Agreement to use incidence rate. However, there was attention paid to the fact that 748 new infections are expected among MSM, MSM/F vs. 58 new infections among

TSM-IDU that ranked highest by incidence. Dara will add bullet points to table legend to note this point.

NOTE: RFP should note that sub-populations are not the only important populations and STD rates and other data should be considered in identifying population.

- The 12 BRPs will be put as appendix.
  - Chapter was approved by consensus.
6. **Presentation and approval of the Community Planning Process Chapter:**
- Dara noted that Deborah pointed out a correction in the frequency of Steering Committee meetings.
  - Chapter approved by consensus.
7. **Presentation and approval of the Surveillance and Research:**
- Dara explained changes made based on Committee input. A few other changes were suggested and accepted by Committee.
  - The Committee had a long discussion on PEP. Lyn shared some new data on long-term effects. Dara will include these issues in this chapter and also in the Strategies and Interventions chapter.
  - The Committee approved the chapter by consensus
8. **Presentation and approval of the Epi Chapter:**
- Dara walked the Committee through the Chapter.
  - Scales on maps will be changed to reflect under 5 cases.
  - The Committee was pleasantly surprised by the size of the Chapter (smaller than expected).
  - **Review Section V and VI, Appendix I and get comments to Dara by March 23<sup>rd</sup>, at 5:00 pm. Feedback can be given by email, fax, phone.**
  - Approved Epi Chapter format by consensus.

#### **10 and 11: Input into Integration and Plan Format**

The group discussed the chapter titles and order and agreed that:

- First section - Guide to the Plan: define public health and prevention terms.
- Community planning chapter linked into guide to the Plan. Move community planning evaluation section to Strategic Evaluation Chapter.
- Cover graphic to change: Consider artist through BWA, Tae-Wol's friend, AHP's Art for AIDS Auction  
[www.factory5.com](http://www.factory5.com)
- Titles will have a descriptive title, then functional, no questions, short

#### **11. Evaluation and Closure**

**HIV PREVENTION PLANNING COUNCIL (HPPC)  
Plan Revision Committee**

DOCUMENTS DEPT.

**Monday, April 23, 2001  
9:00 - 11:30 AM  
1360 Mission St., 4<sup>th</sup> Floor  
San Francisco**

MAR 29 2006

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**AGENDA**

- |  |               |
|--|---------------|
| 1. Welcome and Announcements                               | 9:00 - 9:10   |
| Moment of Silence in Honor of John/Discuss Plan Dedication |               |
| 2. Public Comment  | 9:10 - 9:20   |
| 3. Approve Minutes from 3/14/01 - Vote                     | 9:20 - 9:30   |
| 4. Review Timeline for Committee Work                      | 9:30 - 9:40   |
| 5. Approval of Chapters - Vote                             | 9:40 - 10:05  |
| Needs Assessment   |               |
| Technical Assistance and Capacity Building                 |               |
| Linkages and Coordination                                  |               |
| Priority Setting   |               |
| 6. Work on Goals and Objectives - Vote                     | 10:05-10:25   |
| 7. Determine Plan Cover, Chapter Titles - Vote             | 10:25-10:35   |
| 8. Establish Next Meeting Time                             | 10:35 - 10:45 |
| 9. Elect Chair/Steering Committee Representative           | 10:45 - 10:55 |
| 12. Evaluation and Closure                                 | 10:55 - 11:00 |

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**HIV PREVENTION PLANNING COUNCIL (HPPC)  
PLAN REVISION COMMITTEE MEETING MINUTES  
APRIL 23, 2001**

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**PRESENT:** Michael Discepola, Lyn Fischer, Steven Gibson, Tae-Wol Stanley,  
Tracey Packer

**CONSULTANTS:** Kevin Roe, CHSG, Dara Coan, Harder+Co.

**1. Welcome and Introduction:**

**2. Public Comment:** No public comment

**3. Approve Minutes from 3/14/01 Vote:**

✓ Approved minutes. Moved by Lyn, seconded by Tae-Wol.

Steven Gibson	Yes
Lyn Fischer	Yes
Tae-Wol Stanley	Yes
Michael Discepola	Abstain
Tracey Packer	Yes

**4. Timeline for Committee Work:**

- Training for Council members
- Plan Dissemination
- Census data into Epi Chapter
- Emerging Populations Assessment Plan



June - July  
Agendas

✓ Committee agreed to take on these tasks.

**5. Approval of Chapters – Vote:**

a) Needs Assessment:

- Clarification made on resource inventory: Chapter approved by consensus.

b) Technical Assistance/Capacity Building: Discussion of HPPC needs, shared database → standardized data elements. Approved by consensus.

- c) Linkages/Coordination – reviewed changes and approved by consensus.
- d) Priority Setting: Approved by consensus.
- 6. **Work on Goals and Objectives – Vote**

Discussed document developed by Dara based on HPPC work at the March 8 meeting. Changes made and incorporated. Approved by consensus.
- 7. **Determine Plan Cover, Chapter Titles:**
  - Plan titles approved.
  - Approved working with Martin McCorkle, Artist, to design cover.
- 8. **Establish Regular Meeting Time:** 1<sup>st</sup> Thursday of month, starting June, 2001, 3-4:30 PM. Approved by consensus.
- 9. **Elect Chair/Steering Committee Representative:**
  - Everyone expressed their wish to help with this task but noted that time would not permit them to do so. Issue tabled for next meeting. Steven and Lyn offered to present chapters at the council meeting.
- 10. **Evaluation and Closure:** NEXT MEETING: JUNE 7, 2001, 3:00 – 4:30 PM  
AIDS OFFICE, 25 VAN NESS AVENUE, RM. 330B.

**HIV PREVENTION PLANNING COUNCIL (HPPC)  
Plan Revision Committee**

DOCUMENTS DEPT.

**Thursday, June 7, 2001  
3:00 - 4:30 PM  
25 Van Ness Ave., Room 330B  
San Francisco**

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**AGENDA**

- |  |             |
|--|-------------|
| 1. Welcome and Announcements   | 3:00 - 3:10 |
| 2. Public Comment  | 3:10 - 3:20 |
| 3. Approve Minutes from 4/23/01 - Vote   | 3:20 - 3:25 |
| 4. Elect Committee Chair - Vote  | 3:25 - 3:35 |
| 5. Develop Plan for Distribution of the 2001 HIV Prevention Plan   | 3:35 - 3:55 |
| 6. Needs Assessment Presentation to the HPPC:<br>Recommendation to Steering Committee  | 3:55 - 4:05 |
| 7. Begin Discussion of Community Forum for<br>Determining Emerging Populations (discuss date and frequency) - Vote   | 4:05 - 4:25 |
| 8. Next Steps:<br>// Work on Community Forum (above)<br>// Discuss Revision of Epi Chapter with new Census Numbers<br>// Linkages Chapter<br>// Plan Updates |             |
| 9. Evaluation and Closure  | 4:25 - 4:30 |

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**PLAN REVISION COMMITTEE  
JUNE 7, 2001  
MEETING MINUTES**

MAR 29 2006

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**Present:** Steven Gibson, Lyn Fisher, Yvette Flunder, Michael Discepolo, Carla Clynes, Tracey Packer, Dara Coan (Harder + Co.)

**1. Welcome and Introductions:**

√Steven Gibson announced that Stop AIDS Project is recruiting for an Executive Director. They are also looking for someone with fundraising experience and management skills.

√Michael Discepolo announced that Bob Hays passed away May 30. Bob was a researcher from CAPS and had been a member of HPPC. A memorial service will be held June 28, at 3:00 pm, at the Circle of Friends in Golden Gate Park.

√Yvette Flunder announced a conference at First Union, 9:30 – 2:00 this Saturday, June 9 for folks working in faith-based organizations, primarily in the African American community, looking at new approaches in HIV prevention and care.

√Dara Coan updated the committee on the development of the 2001 HIV Prevention Plan. It was approved by the Council and is at the printer. She expects it to be complete by next week.

**2. Public Comment:** None.

**3. Approve minutes from 4/23/01:** Approved by consensus.

**4. Elect Committee Chair:**

Tracey explained that Carla can no longer be Co-Chair due to her Steering Committee At-Large member duties. Steven and Lyn agreed to share the responsibilities. Lyn will attend the June 28 Steering Committee meeting.

**5. Develop Plan for Distribution of 2001 HIV Prevention Plan Brainstorm:**

Brainstorm:

developing a lay person's copy with graphics with multi-cultural implications 6-7 pages  
distribution at meetings we attend  
like "AIDS in Heartland"  
story with stats, faces  
summary of each chapter

local epidemic/global epidemic  
pictures of community members  
address definitions of BRP, STD  
send to webpage with definitions – glossary  
include glossary in “lite-lite” or “ultra lite”  
250 page Plan vs. community members  
prevention tool  
“understanding HIV in San Francisco” ultra-lite recruitment  
how to incorporate BRPs, faces  
use side bars  
population at risk who might not know it:

young MSM (AA, all ethnicities)  
transgender community  
women (FSMSM)  
people of color  
MSM who don’t identify

Distribution of current Plan (250 pages)

letter regarding Plan availability  
trainings can be scheduled  
OD/TA role – trainings/presentation  
training:

S&I

Epi

Educating about emerging infection

What is HIV about

How info on Plan can help you design programs, how applicable to you

What is HPPC

Chapters

Staff turn over

To write proposals

Tailor to individual agencies

Use to develop dialogue

Present to Tx on Demand, STD, CARE, Mental Health, Homeless Coalition, School board (September)

Violence prevention organizations

AARP – aging and elderly GLOW, same gender loving

Faith-based organizations

Who give Plan to and who to provide just training to

## **6. Needs Assessment Presentation to the HPPC: Recommendation to the Steering Committee:**

Dara explained that needs assessments were done by H&C on 1) Latino immigrants MSM and 2) male partners of MTF transgendered persons. The Committee agreed to present this to the Steering Committee for a presentation to the HPPC.

#### **7. Discussion of Community Forum to Determining Emerging Populations:**

Regular consensus meetings

Have conversations among HPPC members about what the issues are – where do we think the issues are

Lyn mentioned new information about 10-11 year old girls having orals sex, what at the STD/HIV implications

HPPC should make statements about this new information

HPPC should request data that is more closely related

Making existing data available regularly, so not surprised and find methods to bring data unknown to us, to us on regular basis

Better data collection (MTF id as female)

Talk to outreach workers to get missing information

#### **8. Next Steps: Continue with discussions from today**

**NEXT MEETING:** July 5, 3:00-4:30. Lyn will not be there.

Tracey will send email to all community members regarding 7/5 date, to see who will be available.

**Closure and Evaluation:** Meeting adjourned at 4:30 pm.



**HIV PREVENTION PLANNING COUNCIL (HPPC)  
Plan Revision Committee**

**Thursday, July 5, 2001**

**3:00 - 4:30 PM**

**25 Van Ness Ave., Room 710 (7<sup>th</sup> Floor)  
San Francisco**

**AGENDA**

- 1. Welcome and Announcements** **3:00 - 3:10**
- 2. Public Comment** **3:10 - 3:20**
- 3. Approve Minutes from 6/7/01 - Vote** **3:20 - 3:25**
- 4. Complete Plan for Distribution of the 2001 HIV Prevention Plan** **3:35 - 4:25**
  - "Ultra-Lite"
  - 250 Page
- 5. Next Steps:**
  - Work on Community Forum on Emerging Infections
  - Discuss Revision of Epi Chapter with new Census Numbers
  - Linkages Chapter
  - Plan Updates
- 6. Evaluation and Closure**

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**4:25 - 4:30**

06-29-01A11:02 RCVD

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**HIV PREVENTION PLANNING COUNCIL (HPPC)  
Plan Revision Committee**

**Thursday, August 2, 2001  
3:00 - 4:30 PM  
25 Van Ness Ave., Room 330A  
San Francisco**

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**AGENDA**

- 1. Welcome and Announcements 3:00 - 3:10**
- 2. Public Comment 3:10 - 3:20**
- 3. Approve Minutes from 6/7/01 - Vote 3:20 - 3:25**
- 4. Complete Plan for Distribution of the 2001 HIV Prevention Plan 3:35 - 4:25**
  - "Ultra-Lite"
  - 250 Page
- 5. Next Steps:**
  - Work on Community Forum on Emerging Infections
  - Discuss Revision of Epi Chapter with new Census Numbers
  - Linkages Chapter
  - Plan Updates
- 6. Evaluation and Closure 4:25 - 4:30**

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**HIV PREVENTION PLANNING COUNCIL  
PLAN REVISION COMMITTEE  
MEETING MINUTES  
AUGUST 2, 2001**

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**Present:** Steven Gibson, Lyn Fisher, Michael Discepolo, Tracey Packer, and Dara Coan (Harder + Co.).

**Absent:** Deborah Oliver-Wilson, Yvette Flunder, Tae-Wol Stanley, Carla Clynes.

Lyn and Steven called the meeting in order at 3:10 pm.

**1. Welcome and Announcements:**

Tae-Wol and Carla are on vacation.

Steven announced he will be away from work 8/10 – 8/20.

Tracey reminded everyone that the HPPC meeting for August will be August 23.

**2. Public Comment:** None

**3. Approve minutes from 6/7/01:** Approved by consensus.

**4. Distribution of HIV Prevention Plan:**

- Recommendation that the DPH hold press conference (near World AIDS Day) to introduce the Plan/Ultra-Lite as the prevention response to increase in new HIV infections and to distribute Plan to wider audience
  - Follow-up will be on website, presentations, Plan availability.
- Recommendation that the DPH schedule presentation on the Plan to the Board of Supervisors (before press conference)
- Recommendation to send letter to prevention providers, CARE providers, all contractors regarding the Plan (offer presentation with Plan)

**Distribution of Ultra-Lite:**

Discussed collaborating with CARE Council – will present outline to Prevention/CARE collaborative group.

Agreed on four groups of people outlined: 1) MSM and MSM drug users, 2) transgendered (MTF), 3) IDUs (non-MSM), 4) non-IDU, non-MSM men and women.

**Process:** Photos and narratives – BWA has pool of MSM, transgendered individuals. Can work with them to determine feasibility.

Meeting adjourned at 4:30 pm.



**HIV PREVENTION PLANNING COUNCIL (HPPC)****Plan Revision Committee**

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**Thursday, September 6, 2001**

SEP - 6 2001

**3:00 - 4:30 PM**

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**25 Van Ness Ave., Room 330A**

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**San Francisco****AGENDA**

- |   |             |
|---|-------------|
| • Welcome and Announcements   | 3:00 - 3:10 |
| • Public Comment  | 3:10 - 3:20 |
| • Approve Minutes from  | 3:20 - 3:25 |
| • Discussion of the Development and Distribution of the "Ultra-Lite" 2001 HIV Prevention Plan | 3:25 - 4:00 |
| • Begin Discussion on Community Forum on Emerging Infectious Diseases                         | 4:00 - 4:20 |
| • Evaluation and Close  | 4:20 - 4:30 |

**Meeting**

**Cancelled!**

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**HIV PREVENTION PLANNING COUNCIL (HPPC)  
Plan Revision Committee**

**Wednesday, September 26, 2001  
10:00 - 11:00 AM  
25 Van Ness Ave., Suite 710  
San Francisco**

**AGENDA**

- |   |                      |
|---|----------------------|
| <b>1. Welcome and Announcements</b>                 | <b>10:00 - 10:10</b> |
| <b>2. Public Comment</b>                            | <b>10:10 - 10:20</b> |
| <b>3. Approve Minutes from 8/2/01 - Vote</b>        | <b>10:20 - 10:25</b> |
| <b>4. Discussion Plan Ultralite - Possible Vote</b> | <b>10:25 - 11:00</b> |

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# HIV PREVENTION PLANNING COUNCIL (HPPC)

## Plan Revision Committee

Thursday, October 4, 2001

3:00 - 4:30 PM

25 Van Ness Ave., Room 330A  
San Francisco

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### AGENDA

- |   |             |
|---|-------------|
| • Welcome and Announcements   | 3:00 - 3:10 |
| • Public Comment  | 3:10 - 3:20 |
| • Approve Minutes from 8/2/01 - Vote  | 3:20 - 3:25 |
| • Discussion of the Development<br>"Ultra-Lite" 2001 HIV Prevention Plan - Vote | 3:25 - 4:10 |
| • Begin Discussion on Community Forum on Emerging Infections                    | 4:10 - 4:25 |
| • Evaluation and Closure  | 4:25 - 4:30 |

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**Plan Revision Committee Minutes  
October 4, 2001**

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**Present:**

**Members:** Michael Discepolo, Lyn Fischer, Steven Gibson, Deborah Oliver, Tae Wol Stanley

**Consultant:** Dara Coan (Harder + Company)

**Guests:** Wangari Nyarui, Better World Advertising, Ralph Sciutti, Better World Advertising, Zach Brewer, SFSU journalism student

**Absent:** Rev. Yvette Flunder, Tracey Packer

**1. Welcome and Announcements:** No announcements

**2. Public Comment:** No public comment

**3. Approve Minutes from 8/2/01:** Minutes were approved by consensus

**4. Discussion on Plan "Ultralite"**

The committee reviewed the document page by page and made comments and corrections. The changes were primarily word-smithing. More substantial changes included:

- Reordering of the "basic facts" bulleted list
- Including a more complete definition and explanation of "transgendered"
- Add a greater emphasis on IDUs in the "Females and Non-MSM Males" section
- Add some key behavioral and STD statistics for youth
- Under "Focusing HIV prevention resources on groups at highest risk," change the list to reflect the funding tiers

The committee requested that Carla Clynes, or another health department representative who is transgendered or has experience with the transgender community, review the transgender section. Dara said she will contact Carla, or someone else if Carla is not available.

Better World Advertising gave an update on their progress in getting stories and pictures for "Ultralite." They have identified a solid and diverse pool from which they will select the final people. One gap they identified is active IDUs. Deborah said she would talk with them about this.

**5. Community Forum on Emerging Infections**

The committee agreed by consensus to postpone this discussion until the next agenda, in order to complete the discussion on "Ultralite."

**6. Evaluation and Closure**

The meeting was adjourned at 4:30 pm.



HIV PREVENTION PLANNING COUNCIL (HPPC)  
Plan Revision Committee

"Cancelled"

Thursday, November 1, 2001  
3:00 - 4:30 PM  
25 Van Ness Ave., Room 330A  
San Francisco

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AGENDA

- |   |             |
|---|-------------|
| 1. Welcome and Announcements                                  | 3:00 - 3:10 |
| 2. Public Comment   | 3:10 - 3:20 |
| 3. Approve Minutes from 10/4/01 - Vote                        | 3:20 - 3:25 |
| 4. Discussion of "Ultra-Lite" 2001 HIV Prevention Plan - Vote | 3:25 - 4:00 |
| 5. Evaluation and Closure                                     | 4:00 - 4:10 |

*Note: There will be an HPPC gathering at 4:00 with new members at 25 Van Ness Ave.*

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HIV PREVENTION PLANNING COUNCIL (HPPC)

Plan Revision Committee

Thursday, November 1, 2001

3:00 - 4:30 PM

25 Van Ness Ave., Room 330A

San Francisco

AGENDA

1. Welcome and Announcements 3:00 - 3:10
2. Public Comment 3:10 - 3:20
3. Approve Minutes from 10/4/01 - Vote 3:20 - 3:25
4. Discussion of "Ultra-Lite" 3:25 - 4:00
5. Evaluation and 4:00 - 4:10

Note: There will be an 11ed 3:25 - 4:00 with new members at 25 Van Ness Ave.

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**HIV PREVENTION PLANNING COUNCIL (HPPC)  
Plan Revision Committee**

**Thursday, November 8, 2001  
2:00 - 3:00 PM  
Mayor's Conference Room, City Hall  
San Francisco**

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**AGENDA**

- |   |             |
|---|-------------|
| 1. Welcome and Announcements                                  | 3:00 - 3:10 |
| 2. Public Comment   | 3:10 - 3:20 |
| 3. Approve Minutes from 10/4/01 - Vote                        | 3:20 - 3:25 |
| 4. Discussion of "Ultra-Lite" 2001 HIV Prevention Plan - Vote | 3:25 - 4:00 |
| 5. Evaluation and Closure                                     | 4:00 - 4:10 |

*Note: There will be an HPPC gathering at 4:00 with new members at 25 Van Ness Ave.*

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HIV PREVENTION PLANNING COUNCIL (HPPC)  
Plan Revision Committee

Tuesday, November 20, 2001  
11:00 - 12:00 PM

25 Van Ness Avenue  
5<sup>th</sup> Floor Conference Room  
San Francisco

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AGENDA

- |   |               |
|---|---------------|
| 1. Welcome and Announcements              | 11:00 - 11:05 |
| 2. Public Comment                         | 11:05 - 11:15 |
| 3. Review Format of Condensed Plan - Vote | 11:15 - 11:35 |
| 4. Plan Press Conference - Vote           | 11:35 - 11:55 |
| 5. Evaluation and Closure                 | 11:55 - 12:00 |

The next Plan Revision Committee meeting will be December 6, 2001, 3:00-4:30 PM.

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HIV Prevention Planning Council  
**Plan Revision Committee**  
Minutes 11/20/01

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**Present:** Steven Gibson, Michael Discepolo, Tae-Wol Stanley, Deborah Oliver-Wilson, Lyn Fischer, and Tracey Packer.

**1. Welcome and Announcements:**

Deborah announced that ICHO is having Thanksgiving Thursday and will take donations in time and money.

Tracey announced that Yvette Flunder is on vacation and cannot attend today's meeting.

**2. Public Comment:** None.

**3. Review Format of Condensed Plan:**

Lyn explained to the committee that the Steering Committee voted to ask the Plan Revision Committee to reconsider the size of the Condensed Plan, possibly making it smaller.

The committee noted the issues with large and smaller formats. They want people to notice the Condensed plan, not conduct "business as usual" by having a typical size, but don't want people to avoid picking it up/reading it because it is too large.

Tae-Wol moved that the Condensed Plan be made into an 11 x 14 format, using the same format as the 11 x 17 mock-up. Michael seconded the motion. The group agreed by consensus with the motion.

The group set a meeting for November 27 at 4:00 p.m. (Room 330B) to review the revised draft of the Condensed Plan.

**4. Plan Press Conference:**

After many suggestions from the group, Tracey moved that the Plan Revision Committee hold a press conference January 10, 2002, the day of the first HPPC meeting, with speakers from the SFDPH, the HPPC, and spokes-models from the Condensed Plan. Tae-Wol seconded. The motion was approved by consensus.

The press conference will be discussed in detail on November 27. Suggestions included: hold the press conference immediately before the HPPC meeting, hold it during the meeting, ask Mitch Katz and Steven Tierney to speak (also possibly Mayor Brown), provide larger sizes of the plan content for the conference, distribute the English and Spanish versions.

Tracey will work with the public information officer of the DPH to develop preliminary plans for the press conference. The committee will discuss these next Tuesday.

**5. Evaluation and Closure:**

Lyn requested that members complete their evaluation forms. She reminded everyone that the next meeting is November 27 at 4:00 at 25 Van Ness Ave, Room 330B. Lyn and Steven Gibson will not be able to attend that meeting.

Meeting adjourned at 11:50 p.m.



**HIV PREVENTION PLANNING COUNCIL (HPPC)**  
**Plan Revision Committee**

**Tuesday, November 27, 2001**  
**4:00 - 5:00 PM**

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**Room 330B**  
**25 Van Ness Avenue**  
**San Francisco**

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**AGENDA**

- |   |             |
|---|-------------|
| 1. Welcome and Announcements                      | 4:00 - 4:05 |
| 2. Public Comment                                 | 4:05 - 4:15 |
| 3. Review Revised Format of Condensed Plan - Vote | 4:15 - 4:35 |
| 4. Plan Press Conference - Vote                   | 4:35 - 4:55 |
| 5. Evaluation and Closure                         | 4:55 - 5:00 |

**The next Plan Revision Committee meeting will be December 6, 2001, 3:00-4:30 PM.**

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**HIV PREVENTION PLANNING COUNCIL  
PLAN REVISION COMMITTEE MINUTES  
NOVEMBER 27, 2001**

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**Present:** Tae-Wol Stanley, Michael Discepola, Deborah Oliver-Wilson, Tracey Packer, Dara Coan (Harder+Co.)

**Absent:** Yvette Flunder, Steven Gibson, Lyn Fisher

**1. Welcome and Announcements:**

Tae-Wol offered to facilitate the meeting. There were no announcements.

**2. Public Comment:** None

**3. Review Revised Format of Condensed Plan – Vote**

Tae-Wol read a memo from Better World Advertising and presented the revised condensed plan.

Changes recommended.

- 1.) Female and Non-MSM definition needs to be bolded (on page 12).
- 2.) Female and Non-MSM definition-Change to "all females, and males who have sex with only females"
- 3.) \_\_\_\_\_ "became infected with HIV....."
- 4.) Instead of "In San Francisco, HIV prevention efforts have achieved many successes"..... on page 13 to "have been successful..."
- 5.) Change pull quote on Golden Gate Bridge to:

*This new era of epidemic calls for a new prevention strategy.....*

- 6.) Under "what do we know?"  
*For females, and males who have sex only with females, HIV prevention efforts have been successful in decreasing new infections.*

**The Committee agreed by consensus on these changes. The meeting was adjourned at 5:10 p.m.**



**HIV PREVENTION PLANNING COUNCIL (HPPC)**  
**Plan Revision Committee**

03-01PC4 45 LVD

**Thursday, December 6, 2001**  
**3:00 - 4:30 PM**

**DOCUMENTS DEPT.**

**Room 330A**  
**25 Van Ness Avenue**  
**San Francisco**

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**AGENDA**

- |  |                    |
|--|--------------------|
| <b>1. Welcome and Announcements</b>    | <b>3:00 - 3:05</b> |
| <b>2. Public Comment</b>               | <b>3:05 - 3:15</b> |
| <b>3. Plan Press Conference - Vote</b> | <b>3:15 - 4:25</b> |
| <b>4. Evaluation and Closure</b>       | <b>4:25 - 4:30</b> |

**NOTE:** All meetings are open to the public and are held in handicapped accessible facilities.  
Meeting dates and times are subject to change, please verify by calling Betty Chan Lew at 554-9492.

Know your rights under the Sunshine Ordinance: Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the sunshine ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force. Rachel Arnstine O'Hara, Clerk, City Hall, Room 362, 1 Dr Carlton B. Goodlett Place, San Francisco, CA 94102, Phone: 554-6172, Fax: 554-6177, E-Mail: Rachel\_ArnstineO'Hara@ci.sf.ca.us.

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**PLAN REVISION COMMITTEE  
MEETING MINUTES  
DECEMBER 6, 2001**

DOCUMENTS DEPT.

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Present: Steven Gibson, Lyn Fisher, Deborah Oliver-Wilson, Tae-Wol Stanley,  
Tracey Packer

Not Present: Yvette Flunder

1. **Welcome and Announcements:** Steven welcomed everyone and asked for announcements.

Deborah announced that ICHO moved to 16<sup>th</sup> and Mission.

2. **Public Comment:** None

3. **Plan Press Conference**

- Review 2<sup>nd</sup> to last page – council info
- Review press release and made changes. Tracey will sent out revised draft to committee members, Steven Tierney, Eileen Shields, Janetta for feedback.
- Michael will work with Janetta on quote. He will announce the press conference at the 12/13 meeting.
- Tracey will bring Condensed Plan to the 12/13 meeting.
- Spanish Version: 15-20% of English version .
- Agreed to plan for press conference by consensus.







